Third-Party Service Providers for Girls Who Code Clubs

It's important to us that we keep your information safe and secure. To help Girls Who Code, Inc. (“Girls Who Code” or “GWC”) provide, maintain, protect, and improve our Club services (the “Club Services”), Girls Who Code shares information with a few other partners, vendors, and trusted organizations (“**Service Providers**”) to process it on our behalf in accordance with our instructions, Privacy Policy, and any other appropriate confidentiality, security or other requirements.

You can find information on the Service Providers we work with below, including what data we share with them or they provide to us, the service they provide for Girls Who Code, and links to their respective privacy policies or other documents that govern how they handle the information they process on our behalf. These Service Providers will only have access to the information they need to provide the Club Services. Some Service Providers, Girls Who Code only utilizes in providing certain services or features for our adult user types: **Teacher Facilitator**, **Outside School Club Facilitator**, **School Club Administrator**, **Host Site Administrator**, **Club Signatory**, **Community Partner**, or parent, and does not utilize in providing the Club Service to **Club Members** (**Club Student**, **Outside School Minor** or **Outside School Club Child**). The chart below distinguishes which Service Provider and data each user type uses.

Like any other organization, we also use “IT” business services or internal tools such as Google Workspace, Salesforce, Atlassian Products, Zendesk, and Slack to operate our organization (“**Internal Tools**”). These Internal Tool services may incidentally contain personal information (e.g., email address or contact handle), and we apply the Service Provider restrictions described above and have included these in a separate section below.

A few Service Providers are used to provide optional services when using the Club Services (“**Optional Tools**”). We link to these Optional Tools in our Curriculum resources hosted in **Girls Who Code Clubs HQ**. These Optional Tools may also be used for special events in connection with the **Clubs Services**. We apply the Service Provider restrictions described above and have included these in a separate section below.

This list may change over time, and we’ll work hard to keep it up-to-date. If you have any questions, please get in touch by emailing **privacy@girlswhocode.com**.

Girls Who Code Clubs Privacy Policy

Service Providers

Name of Service Provider with Link to Privacy Policy or relevant privacy documentation	How Girls Who Code Uses the Service Provider	What user information is shared or collected by this Service Provider or passed back to us from the Service Provider?
Amazon Business Account *Use is optional	**Teacher Facilitators, Outside School Club Facilitators, Community Partners, School Club Administrator:** Eligible Clubs can create an Amazon wishlist of materials for their Club, which we fulfill through the GWC Amazon Business Account. We also distribute Amazon gift cards or virtual bookshelf vouchers to users who participate in raffles or other incentive opportunities.	**Teacher Facilitators, Outside School Club Facilitators, Community Partners, School Club Administrators:** For Amazon Wishlists shared with GWC, we can view the first and last name of the person who submitted the wishlist, partial shipping address (only city and state), and items ordered through our Amazon business account portal. The user’s wishlist URL is stored in Salesforce for operational support. Occasionally, we need to manually input the shipping address into Amazon at the time of fulfillment if their address is not auto-populating in Amazon. The individual provides the shipping address and phone number in a submission form (hosted on Alchemer).

		For Amazon Virtual Bookshelf Vouchers: email addresses are imported by Girls Who Code into the virtual bookshelf created with the Girls Who Code Amazon business account to digitally distribute vouchers that can be redeemed on select items included in the Girls Who Code bookshelf. For Amazon Gift Cards: First and last names and emails, either provided in Zoom event registration or from Salesforce records created upon applying to start a Club, are imported by Girls Who Code through a CSV file to the Amazon business account to distribute the gift card(s) digitally.
Amazon Web Services (AWS)	**All User Types:** Amazon Web Services (AWS) provides Girls Who Code with servers, databases, file storage, network infrastructure, and email services for the Girls Who Code Clubs HQ product and custom data analytics services in our "Data Warehouse."	**All User Types:** All user personal information, uploaded content, device ID, survey feedback, and data requests are stored on AWS. User passwords are stored as one-way hashes with salt. We applied AWS-recommended data encryption to all AWS services we use.
Alchemer	Alchemer is a survey-based tool for processing operational data from applications and collecting feedback. We also use this tool to collect demographic estimates to help measure our impact. **Teacher Facilitators, Outside School Club Facilitators, Club Signatories, Community Partners, School Club Administrator:** These user types may complete the following surveys in Alchemer: • Clubs Application to start a Club • Community Partner registration to become a Community Partner • Clubs Fund Request Form • Clubs Challenge Competition Opt-In • Webinar Feedback Surveys • Club End of Program Feedback • Optional Interest Forms **Club Members:** Club Members may complete an End of Program feedback survey when their Club ends. We use this to measure the effectiveness of our programs and make pivots to better meet the needs of learners.	**Teacher Facilitators, Outside School Club Facilitators, Club Signatory, Community Partners, School Club Administrators, Host Site Administrator:** To process applications and registration forms, Alchemer will collect on our behalf the following data that an adult Club user may choose to provide: first name, last name, email, phone number, date of birth, job title, Club host site name, applicant's relation to the host site, host site location (physical address), shipping address, school district affiliation (if applicable), grades served by the Club, estimates of the number of students eligible for free and reduced lunch and race/ethnicity representation, and any information provided in open-text feedback responses. In some forms embedded in HQ, Alchemer integrates first name, last name, email, and Program Code data from Girls Who Code Clubs HQ (using a Javascript integration) or Salesforce (using an encrypted API) to simplify the form and ensure data consistency. Alchemer also pushes responses from application and registration forms to Salesforce for further processing of eligibility. Girls Who Code can access response data on Alchemer servers of the personal information a user inputs

		above. Aggregate responses from end-of-program feedback surveys are exported from Alchemer and imported into Tableau for creating data visualizations of the feedback provided. **Club Members:** End-of-program feedback surveys for students are anonymous. We do not collect personally identifiable information and exclude open-text answers to prevent accidental submission of personal data.
Campaign Monitor	This service helps us send email communications about relevant programmatic opportunities. It allows us to analyze key metrics about these communications. **Teacher Facilitators, Outside School Club Facilitators, Club Signatories, Community Partners, and School Club Administrators:** We send a series of emails to support the launch and implementation of Clubs. We also send emails reminding users to renew each year. Community Partners and School Club Administrators receive a newsletter. **Club Members:** We use Campaign Monitor for a limited number of emails to Club Students about additional educational opportunities, such as involvement in the Summer Programs, CS Ed Week events, or Club Challenges.	**Teacher Facilitators, Outside School Club Facilitators, Club Signatories, Community Partners, and School Club Administrators, Host Site Administrators:** When an Adult Club participant opts in to receive additional communication from Girls Who Code, we send the following data to Campaign Monitor: first name, last name, email address, background check status, job title, Girls Who Code Clubs HQ last login date, and details about the Club they are facilitating or sponsoring including the city, state, and region where the Club(s) are hosted. This data is integrated from Salesforce to Campaign Monitor (using an installed managed Salesforce package). Campaign Monitor uses the "Permission to Track" status to collect information about open and click rates, the email client used, and geolocation. The location feature works by checking the IP address of the subscriber against an IP-to-location database. A record of the emails sent and the open and click rates are visible to Girls Who Code through the integration with our Salesforce environment. **Club Members:** Limited Club Member user data (first name, last name, and email addresses), are imported for one-time use to communicate relevant educational opportunities. Permission to track is set to no by default for these communications.
Cloudflare	**All User Types:** DNS management and DDoS mitigation for Girls Who Code Clubs HQ.	**All User Types:** The information processed may include but is not limited to IP addresses, traffic routing data, system configuration information, and other information about traffic to and from the website.

Contentful	**All User Types:** Our content management system used to build and maintain the curriculum available to Clubs in Girls Who Code Clubs HQ.	**All User Types:** No user information is shared or accessible in Contentful, but we store the Contentful curriculum IDs in the AWS relational database to track a user's progress through the curriculum when an activity is marked done.
Elastic	**All User Types:** For observability and traceability, of Girls Who Code Clubs HQ product services and logs.	**All User Types:** Server logs and product event logs at a user level. A rollover happens when the index is 50GB in size or 30 days old.
Google Single Sign On (SSO) *Use is optional	**All User Types:** Identity provider to sign into the Girls Who Code Clubs HQ product.	**All User Types:** Girls Who Code receives authentication tokens, email addresses, and first and last names. We do not process account passwords; Girls Who Code does not share personal information with Google for this service.
Kotis *Use is optional	**Teacher Facilitators, Outside School Club Facilitators:** Kotis is our organizational fulfillment vendor. As a part of our free t-shirt incentive for Clubs, Facilitators can access an ordering portal on the Kotis platform. They design, store, and ship all of our merchandise.	**Teacher Facilitators, Outside School Club Facilitators:** The Facilitators provide their full name, shipping address, and items to order in the Kotis portal. After their order is placed, Girls Who Code staff supporting this initiative can view their order details for approval. Once the order is approved, GWC staff can view on the Kotis portal their complete shipping address, a partial name, and email in reports. GWC staff can also see partial information in the order information pages and inventory history.
Mogli SMS *User opt-in required	**Teacher Facilitators, Outside School Club Facilitators:** Club Facilitators that provide their phone number and opt-in to are sent text message reminders to complete actions, most often renewal, related to their Club.	**Teacher Facilitators, Outside School Club Facilitators:** Mogli is an integrated Salesforce-managed package with an embedded application, which means all data needed to send SMS messages (phone number, name) and the record of the message sent comes directly from or is stored on Salesforce records. See more details about the data stored in Salesforce in the section below.

Salesforce	**Teacher Facilitators, Outside School Club Facilitators, Club Signatories, Community Partners, and School Club Administrators:** Salesforce is our central hub for supporting operational functions through integrations with other service providers listed here. This includes: • Club Application processing (Alchemer, Verified First), • Clubs Fund eligibility processes (Alchemer, Amazon Business), • Community Partner registration (Alchemer), • Email onboarding campaigns and communication (Campaign Monitor, Yesware), • Club status, curriculum, and facilitator synchronization with Girls Who Code Clubs HQ. • Club Analytics (Tableau) • Display of Club Location on the Girls Who Code Website for Clubs that opted to have their information displayed on the website.	**Teacher Facilitators, Outside School Club Facilitators, Club Signatories, Community Partners, and School Club Administrators, Host Site Administrators:** The following data is stored in Salesforce: first name, last name, email, phone number, date of birth, job title, background check status, Club host site name, applicant's relation to the host site, host site location (physical address), shipping address, school district affiliation (if applicable), grades served by the Club, estimates of the number of students eligible for free and reduced lunch and race/ethnicity representation. This data is integrated with other systems through secure API or managed packages that pass the security criteria for the Salesforce Appexchange. Note: for more information, refer to Alchemer, Campaign Monitor, Yesware, and Verified First about the data transferred between these systems. Club and user data is sent to the AWS Relational Database to support Girls Who Code Clubs HQ product functionality. Specifically: first and last name, email, date of birth, background check status, and Club affiliation. **Club Members:** We do NOT send or store any personal information about Club Members in Salesforce, but we do send via encrypted API from Girls Who Code Clubs HQ to Salesforce a count of the number of Club Members registered on Girls Who Code Clubs HQ.
Smarty	**Teacher Facilitators, Outside School Club Facilitators, Club Signatories** When entering a Club Host site address in the Club application or a shipping address, we leverage an integration with Smarty Streets for address validation.	**Teacher Facilitators, Outside School Club Facilitators, Club Signatories, Host Site Administrators:** A request to validate the Club Host Site Address is sent to Smarty, which sends a response to Alchemer if the provided address is valid or not.
Tableau	**All User Types:** A business intelligence platform that enables Girls Who Code staff to access data visualizations for the custom data services in our "Data Warehouse." Access to tableau dashboards with aggregated student data is restricted to a limited number of Girls Who Code staff.	**Teacher Facilitators, Outside School Club Facilitators, Club Signatories, Community Partners, and School Club Administrators, Host Site Administrators:** User personal information, uploaded content, device ID, and survey feedback are pulled in and stored in the Girls Who Code Tableau server

		through integrations from a variety of sources: • AWS (Redshift Database) • Salesforce user data (via Salesforce Connector). See the Salesforce section for more details about the user data stored in Salesforce • Alchemer survey responses integrated by encrypted API • GWC Clubs HQ user data stored in the AWS relational Database (accessed via HQ DB connection via secure access token) • Zoom registration and participation data are integrated from AWS S3 buckets. These file exports from Zoom are imported to encrypted AWS file storage buckets. • Zendesk ticket data integrated via encrypted API **Club Members:** GWC Clubs HQ user data stored in the AWS relational Database (accessed via HQ DB connection via secure access token)
Typeform	**Teacher Facilitators, Outside School Club Facilitators, Club Members** An embedded survey wizard that helps users decide which "Learn to Code" tutorial best matches their interests and available device.	**Teacher Facilitators, Outside School Club Facilitators, Club Members** The typeform "Learn to Code" wizard is embedded in the HQ curriculum and presented to users when they first navigate to the Learn to Code resources. They may skip the survey or complete three questions to receive a recommendation on the best learning activity for them: • Device Type - (Laptop, Chromebook, iPad/Tablet) • Coding Preference - (Block-based or Text-based) • Coding Topic Interest - Game Design, Web Design, etc.) We do not ask for any personal information, such as email or name, to identify the respondents.
Verified First	**Outside School Club Facilitators:** Used to perform background checks on interested Outside School Club Facilitators (with their consent) who have self-identified as not being employed by the Club host organization. Background checks are necessary to ensure our Club members learn in a safe	**Outside School Club Facilitators:** A background check is triggered through Salesforce automation, which sends Contact Record information to VerifiedFirst to perform the background check. The following data points are sent from Salesforce to Verified First: first name, middle name (if applicable), last name, email, date of birth, mobile phone, job state, and

	environment with all Club Facilitators.	mailing address. Through the Verified First portal, we can access this personal information and a PDF of their report. Additionally, the background check results (passed/failed / in progress) are passed back to Salesforce (through an integrated app).
Yesware	**Teacher Facilitators, Outside School Club Facilitators, Club Signatories, Community Partners, and School Club Administrators, Host Site Administrators:** We send emails to support the launch and renewal of Clubs. Yesware tracks the success of individual and mass email outreach and lead initiation. We leverage their email templates, campaigns, and send later features. We also use the scheduling functionality to allow School Club Administrators and Community Partners to schedule time with a Girls Who Code representative. We leverage a bi-directional Salesforce integration for Email and Calendaring	**Teacher Facilitators, Outside School Club Facilitators, Club Signatories, Community Partners, and School Club Administrators, Host Site Administrators:** We use contact information (first name, last name, email, Salesforce ID) directly integrated from Salesforce via encrypted API to create dynamic email campaigns in Yesware. Yesware does not store any permanent copies of the bodies of the email messages. Yesware stores a temporary copy of message bodies for the Salesforce integration features until this data has been properly passed on to the GWC Salesforce instance; once this data has been recorded, Yesware deletes it from their systems. This temporary data is stored in encrypted form; at no point does Yesware store plaintext message body data. We store (on Salesforce) a permanent copy of metadata as well as header information and subject line for outbound mail and all text of inbound replies to those messages. Yesware writes or updates Salesforce Tasks for each sent email, each reply, and every message event (open, link click, attachment download, presentation view).
YouTube embedded player	**All User Types:** Many instructional videos in our curriculum are hosted on YouTube and embedded in the Girls Who Code Clubs HQ curriculum. Videos are embedded using "**Privacy-Enhanced Mode**."	**All User Types:** Girls Who Code receives video analytics (e.g., number of views and generalized demographic information). Girls Who Code uses YouTube's **Privacy Enhanced mode** to limit tracking of viewing behavior, and Girls Who Code is marked for Child-Directed treatment. If the viewer clicks or taps out of the embedded video and is redirected to another website or app, that website or app may track the viewer's behavior per that website's or app's policies and terms.

Internal Tools that may have incidental disclosure of personal information

Name of Service Provider with Link to Privacy Policy or relevant privacy documentation	How Girls Who Code Uses the Service Provider	What user information is shared or collected by this Service Provider and/or passed back to us from the Service Provider?
Atlassian Products (Jira, Confluence & Trello)	Task management software to organize engineering or other internal teamwork (such as for improvements to the Girls Who Code Programs & Club Services)	Incidental personal information may be sent for debugging errors on Girls Who Code Clubs HQ or to satisfy user requests).
Google Workspace	Utilized for Girls Who Code internal emails, docs, slides, forms, spreadsheets, etc.	Girls Who Code stores its emails and files using Google services. Girls Who Code may share personal information with Google while utilizing Google services, for example, if a user emails employees for support.
Microsoft Office	Utilized for Girls Who Code internal documents, PowerPoint, spreadsheets, etc.	Girls Who Code may share personal information with Microsoft Office while utilizing Google services, for example, if a large data set needs to be analyzed.
Slack	Internal team communication tool	Girls Who Code may incidentally share personal information with Slack during communications between team members, including engineers and support teams (e.g., debugging an issue for a user).
Zendesk	Organizing and responding to support requests from users' inbound emails. A Zendesk support ticket is created when you reach out to one of our support emails: • hq@girlswhocode.com • clubs@girlswhocode.com • info@girlswhocode.com	In the course of responding to a support request, Girls Who Code shares with Zendesk the email address of individuals submitting requests, the content of the requests themselves (e.g., the body of the email sent). Users may also provide information directly to Zendesk in the course of responding to a support request and communicating with a Girls Who Code Support Agent. We also leverage an integration with Salesforce via encrypted API. Zendesk agents can view contact details from Salesforce directly in Zendesk if the email used to submit a ticket matches a contact in Salesforce.
Zight	To create recordings or gifs for both internal and external support resources.	Incidental personal information stored in technical services providers described above may be captured in the recording for resources shared internally.

Optional Tools

Third-Party Code Editors Necessary to Complete Coding Projects in the Girls Who Code Curriculum. Any user type may select which editor to use based on the projects they complete from the Curriculum.		
Name of Service Provider with Link to Privacy Policy or relevant privacy documentation	**How Girls Who Code uses the Service Provider**	**What user information is shared or collected by this Service Provider and/or passed back to us from the Service Provider?**
CodeHS *Use is optional	An optional text-based code editor platform referenced in our 6th-12th Grade Clubs Curriculum and Code At Home Activities.	No user data is shared between CodeHS and Girls Who Code, but users must create an account to use the service. Users may share a link to their CodeHS code in the Girls Who Code Project Gallery, which can be viewed by any signed-in user of Girls Who Code Clubs HQ.
P5.js *Use is optional	An optional text-based code editor platform referenced in our 6th-12th Grade Clubs Curriculum and Code At Home Activities.	No user data is shared between P5.js and Girls Who Code, but users must create an account with P5.js to use the service. Users may share a link to their P5.js code in the Girls Who Code Project Gallery, which can be viewed by any signed-in user of Girls Who Code Clubs HQ.
Scratch *Use is optional	An optional block-based code editor platform referenced in our 3rd-5th and 6th-12th Grade Clubs Curriculum.	Scratch and Girls Who Code do not share user data, but users must create an account with Scratch to use the service. Users may share a link to their Scratch code in the Girls Who Code Project Gallery, which can be viewed by any signed-in user of Girls Who Code Clubs HQ.
Swift Playgrounds (Apple) *Use is optional	An optional iPad App referenced in our 6th-12th Grade Clubs Curriculum	Swift Playgrounds and Girls Who Code do not share user data, but users must create an account with Swift Playgrounds to use the service.
Optional Club Event Service Providers All users may opt into optional GWC-sponsored events such as CS Ed Week Events, Clubs Graduation, and Regional opportunities.		
Name of Service Provider with Link to Privacy Policy or relevant privacy documentation	**How Girls Who Code Uses the Service Provider**	**What user information is shared or collected by this Service Provider and/or passed back to us from the Service Provider?**

Zoom *Use is optional	To host Girls Who Code optional virtual events. Occasionally, we use Zoom to collect registration information before an event.	For events that require registration, participants provide their first name, last name, Club Code, and their role in the Girls Who Code Community (Student, Partner, Volunteer, etc.) Zoom attendee information for Club Facilitator Webinars is imported via CSV into an encrypted S3 bucket in AWS. From Zoom's API, GWC receives metadata on the session (e.g. attendance data and how long participants stayed in the Zoom, start URL, registrant URL, and meeting ID), as well as recordings that are saved according to our retention policy before being deleted. Zoom may also collect certain device and other data from users as set forth in their Privacy Policy.